



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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November 4, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-24

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Social Security Verification Report (BL1523-01)

OSUP has submitted a diskette with employee information to the Social Security Administration (SSA) to verify employee names and social security numbers against their records for EVS (Enumeration Verification System). Information was included for all employees, active and inactive. Attached is the Social Security Verification Report (BL1523-01) which identifies the differences between UPS and Social Security's records. The report lists social security numbers and/or names that do not match Social Security's data file. It includes the employee's last name, first name, middle name, SSN in UPS, and a verification code with an error description. **Agencies need to research and correct any differences as soon as possible for W-2 purposes and to avoid penalties from the IRS.**

This report has been sorted by Control Number and PRN for your convenience. Error codes "1" and "5" need to be researched immediately to assure W-2s are processed with correct information. Please refer to Memorandum #2000-03 for information on how to set up employee names in UPS. PRN and Control No. totals should appear on the last page of your report. Error codes "3", for birthdates that do not agree with SSA, do not need to be addressed before W-2s are produced this calendar year.

Social Security Administration suggests that you do the following for any differences:

- Ask to see the employee's Social Security card to assure that the name and Social Security number were correctly entered in UPS, and make the necessary corrections. Also, advise the employee that they may want to have their name changed on their Social Security card by the SSA.
- If the Social Security card and UPS match, have the employee check with a local Social Security office to determine the problem. Agencies may need to intervene and contact SSA also.

If you have any questions, please contact a member of the User Services Unit at (225):

Karen Antoine	342-5354	Lawanna Green	342-5345
Debbie Causey	342-5377	Paula Rotolo	342-5357

RSM:LMG/kmb

Attachment